

**FINANCE AND ADMINISTRATION COMMITTEE**

**Approved Minutes**

DATE: January 17, 2023

TIME: 10:00 a.m.

PLACE: Fillmore Street Complex

PRESENT: Gretchen Cosby, Lucy Ebel, Doug Zylstra, Jacob Bonnema, Joe Moss, Rebekah Curran, Sylvia Rhodea, Roger Belknap, Roger Bergman, and Allison Miedema (10)

STAFF & GUESTS: John Gibbs, County Administrator; Patrick Waterman, Deputy County Administrator; Jack Jordan, Corporation Counsel; Karen Karasinski, Fiscal Services Director; Myra Ocasio, Assistant Fiscal Services Director; Marcie VerBeek, HR Director; Rachel Sanchez, Chief Deputy Register; Katelyn Bard, Clerk/Register Specialist; Madison Schnaidt, Elections Assistant; Amanda Price, County Treasurer; Cheryl Clark; Chief Deputy Treasurer; Lisa Uganski, Public Health; Sondra Lake, Public Health; Jennifer Sorek, Public Health; Amy Bodbyl-Mast, Financial Manager; Blake Upright, Facilities Director; Paul Sachs, Strategic Impact Director; Amy Chittenden, Prosecutor's Office; Lee Fisher, County Prosecutor; Jason Shamblin, Parks Director; Adeline Hambley; Public Health Officer; Jennifer Brozowski; CAA Program Director; Members of Public; Teresa White, Lori Grasman, David Barnosky, Don Sheill, Joanne Patterson, Media Representatives; Michael Kransz and Cory Morse, GR Press

**SUBJECT: CONSENT ITEMS**

FC 23-001 Motion: To approve the agenda of today and to approve the minutes from the December 6, 2022, Finance and Administration Committee Meeting.  
Moved by: Zylstra UNANIMOUS

**SUBJECT: ELECTION OF VICE CHAIRPERSON**

FC 23-002 Motion: To elect Jacob Bonnema as Vice Chairperson of the Finance and Administration Committee for 2023.  
Moved by: Zylstra UNANIMOUS

**SUBJECT: STATEMENT OF REVIEW**

FC 23-003 Motion: To approve the Statement of Review for the month of December 2022.  
Moved by: Bergman UNANIMOUS

**SUBJECT: INTERLOCAL PROSECUTION AGREEMENT**

FC 23-004 Motion: To approve and forward to the Board of Commissioners the new Interlocal Prosecution Agreement between Ottawa County and Allegan County.  
Moved by: Bergman UNANIMOUS

## SUBJECT: COMMUNITY ACTION AGENCY PERSONNEL REQUEST

FC 23-005 Motion: To approve and forward to the Board of Commissioners a proposal to change one .6 FTE, benefited Weatherization Inspector position at universal paygrade 7 to a 1.0 FTE for a total cost of \$14,786.25.  
Moved by: Bergman UNANIMOUS

## SUBJECT: FISCAL SERVICES PERSONNEL REQUEST

FC 23-006 Motion: To approve and forward to the Board of Commissioners a proposal to add one, 1.0 FTE full-time, benefited Assistant Mental Health Financial Manager position at a universal paygrade 13 for a total cost of \$117,738.00 paid for with grand funding and Medicaid.  
Moved by: Moss UNANIMOUS

## SUBJECT: FACILITIES PERSONNEL REQUEST

FC 23-007 Motion: To approve and forward to the Board of Commissioners a proposal to change one, 1.0 FTE full-time, benefited Maintenance Worker position at universal paygrade 5 to a Maintenance Technician at universal paygrade 7 for a total cost of \$8,140.38.  
Moved by: Belknap UNANIMOUS

## SUBJECT: FY 2023 BUDGET ADJUSTMENTS

FC 23-008 Motion: To approve and forward to the Board of Commissioners the 2023 budget adjustments per the attached schedule.  
Moved by: Bergman UNANIMOUS

## SUBJECT: DISCUSSION ITEMS

FC 23-009 Motion: To add a discussion item #4, Scheduling Conflicts.  
Moved by: Zylstra UNANIMOUS

1. Treasurer's Financial Month End Update-Amanda Price, Ottawa County Treasurer, presented the Treasurer's Financial Month End update.
2. Current Status of ARPA Funds-Karen Karasinski gave an overview of the ARPA funding process and gave a financial update.
3. Overview of Budget Process-Decided to move this to the next meeting.
4. Scheduling Conflicts-move the Tuesday, February 14 Board meeting to Thursday, February 16, due to MACC conference. They will decide on rescheduling the meeting that would be on July 4 closer to July.

SUBJECT: ADJOURNMENT

FC 23-010

Motion: To adjourn at 11:28 a.m.  
Moved by: Curran

UNANIMOUS